From: Hyslop, Sandy
Sent: Wednesday, June 30, 2010 2:59 PM
To: i4see Help
Subject: i4see Update - NECAP Submissions

TO: All i4see users

RE: NECAP submissions

<u>FALL NECAP LABEL REQUESTS MUST BE SUBMITTED BY MONDAY, AUGUST 9, 2010.</u>

The i4see workbench will be open to accept Fall NECAP Label Submissions on July 15th. We are asking that label requests be <u>submitted by Monday, August 9</u> to give us time to run a variety of checks prior to sending the full file to Measured Progress. Be aware that this is 3 days prior to the date published in the i4see newsletter. If you cannot make the earlier deadline, please contact the i4see Support Team. Also, if you have new students who arrive later, you will be able to submit a request for a small number of additional labels in September.

Please remember that you should **include students who are attending Out of District nonpublic schools** and are the responsibility of your district. If you have questions on this – give us a call!!

Monroe and other North Country Districts – please submit information on students attending St. Johnsbury Academy; use school code 99286.
VLACS – please use the second round label request process for students testing at their local school; use the school code for the testing school.

Finally, although only grades 3-8 and 11 are being tested, we ask that you **submit all grades 1 through 12**. We will give this full list to Performance Pathways so your teachers can view their students in PP for the 2010-2011 school year.

You can email i4seehelp@ed.state.nh.us or call Mike Cote at 271-2775 or Sandy Hyslop at 271-2831 if you have any questions.

Thank You!

-the i4see Support Team